

ARIZONA DEPARTMENT OF EDUCATION

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 00-022**

**TO:** District Superintendents/Charter School Administrators, Special Education Directors and Special Education Personnel

**FROM:** Lyle Friesen  
Director of School Finance

**DATE:** November 5, 1999

**SUBJECT:** FY 1999-2000 Special Education Census Reporting

Enclosed are the instructions and materials you will need to assist you in reporting the Special Education Census for FY 99-00.

- **Instructions**
- **School District Names List**
- **Tip Sheet**
- **EDP Data File Description**- for reporting on disk/tape

*\*\*\*Districts that send a file created by their own software must include a header record that identifies the system or which data is being submitted. The format of that header record, along with all other details of the required file format, is posted at:*

<http://www.ade.state.az.us/services/mis/filelayout/sais.htm>

- **Sample SPED02 Reports** - update/error reports
- **Special Education Support Level Weights**
- **Special Education Census Form** - to be used if you are unable to submit electronically.

It is extremely important that your December 1 data - due to School Finance on December 3, 1999 - be accurate and timely as this is the basis of calculating Federal Funding for Special Education students. This data will also be used to calculate the 40<sup>th</sup> day Add-on count for growth. Your February 1 data is due to School Finance on February 4, 2000 and will be used to calculate your 100<sup>th</sup> day Add-on count for state funding.

If you have any questions on **DISTRICT** submitted data, please contact Ingrid Rope at (602) 542-3303 or e-mail [irope@mail1.ade.state.az.us](mailto:irope@mail1.ade.state.az.us). For **CHARTER SCHOOL** data, contact Rose Whelihan at (602) 542-8240 or e-mail [rwhelih@mail1.ade.state.az.us](mailto:rwhelih@mail1.ade.state.az.us).

Questions on Service Types / Categories / Approved Private Placement Facilities contact: Exceptional Student Services (ESS) at (602) 542-3084.

For DELREP inquiries and/or related questions contact the following:

Regional Training Centers (RTC's)

Flagstaff	(520) 523-8516
San Simon	(520) 845-2275
Tempe	(480) 965-3366
Tucson	(520) 617-7084
Yuma	(520) 343-0800 ext. 311

David Schuricht	(602) 542-8243	e-mail <a href="mailto:dschuri@mail1.ade.state.az.us">dschuri@mail1.ade.state.az.us</a>
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